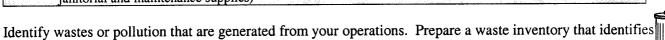


PREPARING FOR ENVIRONMENTAL AUDITS

- Identify activities that may impact the environment, human health and/or worker safety, such as:
 - Emergency response to hazardous material releases (e.g., fuel and oil, chemicals)
 - Fuel and oil storage and dispensing
 - Hazardous material use and storage (e.g., janitorial and maintenance supplies)
- Lead-based paint or asbestos abatement
- Pesticide use
- Waste generation, collection and disposal





- the types and generation rate for each waste stream: Solid waste (e.g., trash, recyclables, food waste, green waste, bulky appliances)
 - Hazardous waste (e.g., waste paint, waste solvent, waste cleaners)
 - Miscellaneous maintenance wastes (e.g., used oil, used antifreeze, dead batteries, burned out fluorescent light tubes, oily shop rags)
- Air pollution (e.g., from boilers, furnaces, generators, air conditioning, refrigeration equipment)
- Water pollution (e.g., from sewage, maintenance washwaters, stormwater runoff from construction maintenance and horse stable
- Identify individuals as Points of Contact (POC) for programs that have environmental considerations. These programs may include:
 - Energy and Water Conservation
 - **Environmental Management**
 - Green Procurement

- Hazard Communication
- Hazardous Waste Management
- Safety
- Identify existing environmental records for your operation and their location. Records may include, but are not limited to, the following:

Hazard Communication Records:

- Hazardous material inventories
- Material safety data sheet (MSDS) files
- Hazard Communication plan

Waste Records:

- Hazardous waste manifests
- Miscellaneous maintenance waste disposal receipts and contracts
- Hazardous waste, miscellaneous maintenance waste, and universal waste disposal tracking logs
- Solid waste disposal and recycling records and contracts

Maintenance Records for:

- Air conditioning and refrigeration equipment
- Fuel tank leak detection and corrosion protection
- Wastewater and water treatment systems

Environmental Management System Documents:

- An Environmental Management Plan
- Policies
- Written standard operating procedures
- Job descriptions for staff with environmental responsibilities

Training Records for:

- Hazard communication
- Emergency response
- Respiratory protection
- Air conditioning and refrigeration service technician certification general environmental awareness

Other Environmental Program Plans:

- Spill control and contingency plan, risk management plan, loss control plan (i.e., how do you respond to a hazardous substance emergency?)
- Solid waste management plan
- Respiratory protection plan
- Green procurement plan

Other Records:

- Permits and registrations for wastewater discharges, air discharges, fuel and oil tanks, hazardous materials
- Energy and water conservation audit reports
- Green procurement records (e.g. energy efficient computers, water conserving fixtures, recycled content paper, rerefined motor oil, etc.)

